



# ENLISTED PROMOTIONS

CPT ATHERTON



AG Officer Basic Course

UNCLASSIFIED 1

# Soldier Support Institute

# Terminal Learning



## Objective

<b>ACTION:</b>	Manage/Administer Enlisted Promotions
<b>CONDITIONS</b> :	Given AR 600-8-19, Enlisted Promotions and Reductions, MILPER Promotion Messages, Enlisted Promotion Handouts and Practical Exercises, and class notes
<b>STANDARDS:</b>	<p>Identify the basic concepts of enlisted promotions to include:</p> <ol style="list-style-type: none"><li>1. Correctly compute waiver allocations for advancement to PV2-SPC and review the Enlisted Promotions Report (AAA-117) for completeness and accuracy.</li><li>2. Correctly compute promotion point on the DA Form 3355.</li><li>3. Accurately review promotion of soldiers under the decentralized and semi-centralized promotion systems.</li></ol>





# Evaluation

- Task: 20 questions of a 40 question multiple choice exam
- Conditions:
  - Closed notes exam
- Standards: 70% or higher final grade





# References

- Active Duty: AR 600-8-19 (2 May 2003)
- MILPER Messages
- Online Resources

  

- National Guard: NGR 600-200
- Reserve Component: AR 140-158





# Outline

- Objectives
- Promotion Systems & Authorities
- Promotion System Overviews
  - Decentralized
  - Semi-Centralized
- Additional Promotion Guidelines
- Conclusion
- Summary





# Objectives

- Promote the best qualified soldiers to fill authorized enlisted positions
- Provide for career progression
- Recognize & retain the best-qualified soldiers
- Preclude promotion of unproductive or not best qualified soldiers
- Provide for an equitable promotion system





# Soldier Support Institute

# Promotion Systems & Authorities

- **Decentralized** (Chapter 2)
  - Advancements to PV2 thru SPC/CPL
  - Promotion Authority: Unit CDR
- **Semi-Centralized** (Chapter 3)
  - Advancements to SGT thru SSG
  - Promotion Authority: BN CDR
- **Centralized** (Chapter 4)
  - Promotion to SFC thru CSM
  - Promotion Authority: HQDA





# Decentralized Promotions

## PV2, PFC & SPC



AG Officer Basic Course

UNCLASSIFIED 8



# Outline

- Promotion Criteria
- Promotion Rules
- Waiver Allocation
- AAA-117 (Enlisted Advancement Report)
- Practical Exercise #1





# Promotion Criteria

Promotion to	Type	TIS	TIG
PV2	Automatic	6 months	NA
	Waiver	4 months	NA
PFC	Automatic	12 months	4 months
	Waiver	6 months	2 months
SPC	Automatic	24 months	6 months
	Waiver	18 months	3 months

TIS = Time in Service

TIG = TIMIG = Time in Grade



AG Officer Basic Course

Reference: Para 2-3

UNCLASSIFIED 10



# Promotion Rules to PV2

- BASD (Basic Active Service Date) used to determine TIS (Time in Service)
- Promotion only in PMOS or CPMOS
- Automatic promotion to PV2 done by TAPDB
- Submit DA Form 4187 to prevent automatic promotion NLT 20<sup>th</sup> of month preceding month of promotion
- Early or late promotion to automatic date requires DA Form 4187 & flag transaction in eMILPO to effect promotion





# Promotion Rules to PFC/SPC

- Automatic promotion to PFC/SPC done by TAPDB
- Eligible ARNG & USAR on IADT promoted to SPC with concurrence of Reserve Unit
- If reduced in grade, cannot promote with waiver
- Exceptions:
  - Promotions authorized by enlistment contract
  - CMF 18 & Ranger School graduates





# Determine Eligibility to SPC

**TIS**

9 31  
98 ~~10~~ 01 ← Promotion Month →  
- 97 05 19 BASD

---

$$\begin{array}{r} 1 \quad 4 \quad 12 \\ \times 12 \quad \quad +1 \\ \hline 12 + 4 \text{ mo \& 13 days} \end{array}$$

Total Time = 16 mo

**TIG**

9 31  
98 ~~10~~ 01  
- 98 05 02 DOR to PFC

---

$$\begin{array}{r} 4 \quad 29 \\ \quad +1 \\ \hline \end{array}$$

4 mo & 30 days

Total Time = 5 mo

Cannot round days up to months  
30 days = 1 month





# Waiver Allocations

- PV2/PFC
  - Based on assigned strength
  - PV2:  $\leq$  20% of total assigned PV2 soldiers
  - PFC:  $\leq$  20% of total assigned PFC soldiers
  - Calculated by company
- SPC
  - Consolidated & calculated at BN level
  - Use current authorized CPL & SPC positions
  - Waiver % published monthly by HQDA
- Promotions by waiver effective on first of month





# Unit Personnel Data

	Authorized	Assigned	Waivers
Company:			
PV1	8	7	0
PV2	15	1	1
PFC	30	32	2
Battalion:			
SPC	48	32	5





# Calculate Waiver Allocations PFC

$$\begin{array}{rl} 32 & \text{Assigned Strength of PFCs} \\ \times .20 & \text{Waiver Limit} \\ \hline \end{array}$$

$$\begin{array}{rl} 6.4 & \text{Maximum # of waivers for month} \\ 6 & \text{Round down to nearest whole number} \\ - 2 & \text{\# currently advanced with waiver} \\ \hline \end{array}$$

$$\begin{array}{rl} 4 & \text{\# of waivers available for month} \end{array}$$





# Calculate Waiver

## Allocations SPC/CPL

48      Authorized at BN  
x .17      Waiver limit published by DA

---

8.16      Maximum # of waivers for month  
8      Round down to nearest whole number  
- 5      # currently advanced with waiver

---

3      # of waivers available for month





## Sample Timeline

### Month Prior to Promotion

**BN S1** - Print AAA-117, review and annotate discrepancies; compute waiver allocations

**Unit Cdr** - Review AAA-117, circle YES/NO and initial each soldier on the report; authenticate (sign) the report and counsel soldiers as required

**BN S1** - Prepare DA 4187's and submit eMILPO NLT the 20th of the month. Send 4178's and AAA-117 to PSB AG Officer Basic Course

### Promotion Month

**1st of month** - All soldiers recommended for promotion with waiver are promoted (Para 2-5a)

**1st of the month** - Automatic promotions begin and continue throughout the month based on the day each soldier reaches his/her automatic eligibility

Reference: Para 2-3 to 2-6

**UNCLASSIFIED 18**



# Enlisted Advancement

Soldier Support Institute



## Report

- Monthly reports from eMILPO
  - AAA-117: Unit Enlisted Advancement Report
- Official promotion instrument for promotion to SPC & below
- CMDR annotates support or denial of promotion on reports



AG Officer Basic Course

UNCLASSIFIED 19



# Reviewing AAA-117

Recommend		
<b>Eligible</b>	<b>YES</b>	Automatic
	<b>NO</b>	Circle & initial; submit 4187 & eMILPO; counsel soldier
<b>Need Waiver</b>	<b>YES</b>	If waiver available: Circle & initial; submit 4187 & eMILPO
	<b>NO</b>	No action required
<b>Not Eligible</b>	<b>YES</b>	Circle & initial; submit 4187 & eMILPO
	<b>NO</b>	No action required





# **Questions**





# Practical Exercise #1





# Semi-Centralized Promotions

SGT & SSG



AG Officer Basic Course

UNCLASSIFIED 23



# Outline

- Responsibilities
- Promotion Eligibility
- Promotion Boards
- Processing Promotion Board Results
- Promotion Points
- Practical Exercise #2





# Responsibilities

- Field Responsibilities
  - CDRs LTC or higher have promotion authority
  - Conduct promotion boards
  - Calculate promotion points
  - Execute promotions
- DA Responsibilities
  - Collects promotion points from field
  - Determines promotion cut-off scores
  - Announces monthly by-name promotion list

Reference: Para 3-1

UNCLASSIFIED 25





# Board Eligibility Criteria

Factor	To SGT	To SSG
<b>TIS</b>	34 months 16 months with waiver	82 months 46 months with waiver
<b>TIG</b>	6 months 4 months with waiver	8 months 5 months with waiver
<b>MIL ED</b>	None	PLDC
<b>CIV ED</b>	HS diploma or GED min	HS diploma or GED min
<b>Points</b>	350 points min	450 points min

Reference: Para 3-11, Table 3-3



# Promotion Eligibility Criteria



Factor	To SGT	To SSG
<b>TIS</b>	36 months 18 months with waiver	84 months 48 months with waiver
<b>TIG</b>	8 months 4 months with waiver	10 months 5 months with waiver
<b>MIL ED</b>	PLDC	BNCOC

Reference: Table 3-4 & Para 3-39



# Soldier Support Institute

# Identifying Soldiers for Promotion



- Board Month - 1:
  - NLT 1<sup>st</sup> day: BN S1 sends AAA-294 (Unit Enlisted Promotion Report) to Unit CDR
  - NLT 5<sup>th</sup> day: CDR returns annotated roster to BN S1 with necessary info for completion of Section A, DA 3355
  - BN S1 completes Section A, DA 3355 on each soldier & returns to CDR
  - CDR certifies DA 3355, counsels fully eligible soldiers not recommended, & returns DA 3355 and counseling to BN S1





# DA Form 3355 - Section

A

<b>1. MILITARY TRAINING (Maximum 100 Points)</b>				
<b>A. LATEST APFT DATE (YYYYMMDD)</b>	<b>PUSH-UPS</b>	<b>SITUPS</b>	<b>RUN</b>	<b>C.</b>
	<b>TOTAL</b>			
<b>D. LATEST WEAPONS QUALIFICATIONS POINTS AWARDED DATE (YYYYMMDD)</b>	<b>E. DA FORM USED:</b>		<b>F. TOTAL HITS</b>	<b>G.</b>
<b>H. TOTAL POINTS AWARDED</b> →				
<b>2. DUTY PERFORMANCE EVALUATION (Maximum 150 Points Award 1-30 Points For Each Category)</b>				
<b>POINTS AWARDED</b>		<b>CATEGORY</b>		
<b>A. COMPETENCE:</b> Proficient, Knowledgeable, Communicates effectively				
<b>B. MILITARY LEADERSHIP:</b> Role Model, Appearance, Confidence				
<b>C. LEADERSHIP:</b> Motivates Soldiers, Sets Standards, Mission, Concern				
<b>D. TRAINING:</b> Individual and Team, Shares Knowledge and Experience, Teaching				
<b>E. RESPONSIBILITY AND ACCOUNTABILITY:</b> Equipment, Facilities, Safety, Conservation				
<b>F. TOTAL POINTS AWARDED</b> →				
I certify that the above APFT and weapons qualification scores shown have been extracted from appropriate records and the latest valid scores are in accordance with Army Training Regulations and Army Field Manual.				
<b>SIGNATURE OF COMMANDER</b> (YYYYMMDD)	<b>NAME AND GRADE</b>		<b>DATE</b>	



Soldier Support Institute

# Processing

# Recommendations



- Board Month - 1:
  - NLT 10<sup>th</sup> day or first working day after 10<sup>th</sup>: BN S1 forwards DA 3355s to PSB, ENRC
  - NLT 3 duty days prior to board month: ENRC completes Section B & returns to BN S1
- May add administrative points up to and including the date the board proceeding are approved
- Unsubstantiated points removed after 60 days





# Promotion Boards

(1 of 2)

- Conducted monthly NLT 15<sup>th</sup> of month
- Members appointed by Promotion Auth
  - Odd number (min 3) of voting members
  - One board recorder w/o vote
  - President is senior member
  - If all NCO board, president is CSM
  - Minimum one grade senior to those under consideration
  - Possess gender/ethnic representation





# Promotion Boards

(2 of 2)

- After convening, members cannot change
- Paperwork
  - DA Form 3355: certified by recorder
  - DA Form 3356: used by members to vote
  - DA Form 3357: Board Recommendation



# DA Form 3355 - Section

Soldier Support Institute



## C

### SECTION C - TOTALS

Only whole numbers will be used in awarding promotion points for all sections (drop fractions). Only initial and total reevaluations require submission of Da Form 3355. Administrative reevaluations and adjustments are submitted on DA Form 4187 and annotated in the Eval/Adj Column.

#### 1. POINTS GRANTED

ITEM	EVAL/ADJ PJ (Date) (Da)	EVAL/A (Date)	ADJ (Date)
A.TOTAL PERFORMANCE EVALUATION AND MILITARY TRAINING POINTS - SECTION A (Maximum 250 points)			
B.TOTAL ADMINISTRATIVE POINTS - SECTION B (Maximum 400 points)			
C.TOTAL BOARD POINTS (Maximum 150 points)			
D.TOTAL PROMOTION POINTS (Maximum 800 points)			
2. INITIALS OF RESPONSIBLE PSB OFFICIAL			



# DA Form 3355 - Section D

Soldier Support Institute



## D

### SECTION D - CERTIFICATION

I certify that the above total points shown have been accurately extracted from appropriate records and promotion list points indicated are correct.

1. RECOMMENDED BY BOARD	2. ATTAINED MINIMUM POINTS	
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
3. TYPED OR PRINTED NAME AND SIGNATURE OF BOARD RECORDER (YYYYMMDD)	4. GRADE	5. DATE

I certify that the soldier has been recommended for promotion by a valid promotion board.

6. TYPED OR PRINTED NAME OF PROMOTION AUTHORITY	7. SIGNATURE	8. DATE PROCEEDINGS WERE APPROVED (YYYYMMDD)
---	--------------	--

~~Recommending statement: I have been counseled on my promotion status and deficiencies. (Use only when attaining the minimum)~~

9. SIGNATURE OF SOLDIER SIGNATURE OF	10. DATE (YYYYMMDD)	11. TYPED OR PRINTED NAME AND COUNSELOR.
---	------------------------	---





# DA Form 3356

- Board Member Appraisal Worksheet
- Completed by each board member on each candidate





# DA Form 3357

- Board Recommendation
- Summary of DA Form 3356s on candidates
- Complied by board recorder
- Completed for each candidate



# Processing Board Results

Soldier Support Institute



## Memorandum of Board <sup>(1 of 2)</sup>Proceedings

- Prepared within 1 duty-day of board's adjournment by BN S1
- Tells where & when board was conducted
- Indicate membership of board
- Alpha list of those recommended by grade
- Alpha list of those not recommended by grade
- Signed by board president



AG Officer Basic Course

Reference: Para 3-18 & Table 3-8

UNCLASSIFIED 37

# Processing Board Results

Soldier Support Institute



- Promotion Authority **(2 of 2)**
  - Approves/Disapproves board report
  - Forwards to PSB NLT 3 duty-days after board adjournment (NLT 20<sup>th</sup>)
- PSB: Inputs promotion points to TAPDB NLT 27<sup>th</sup> of month
- Points effective 1<sup>st</sup> day of 2<sup>nd</sup> month after put in TAPDB



AG Officer Basic Course

Reference: Para 3-18 & Table 3-8

UNCLASSIFIED 38



# Promotion Points

- Available Points
- Tabulating
- Reevaluating
- Adjusting





# Available Points

Category	Points
Duty Performance	150
Awards, Decorations & Achievements	100
Military Education	200
Civilian Education	100
Military Training (APFT & Weapon Qual)	100
Total Board Points	150
<b>Total Promotion Points</b>	<b>800</b>





# Point Reevaluations

- Administrative
  - Adding 20 or more new points
  - Submit memorandum of reevaluation
  - Must be in a promotable status
- Total
  - Redo entire board process
  - Occur NET 6 months from last board appearance or administrative reevaluation
  - Results supercede previous points/status
  - Can result in removal from promotion list





# Point Adjustments

(1 of 2)

- Correcting a math error
- Adding or subtracting promotion points
  - Missing valid or previously unsupported points
  - Include supporting official documentation
  - Adjustment request submitted via memo
  - Additions effective 1<sup>st</sup> day of 2<sup>nd</sup> month after input in TAPDB
  - Subtractions effective immediately (enforced by PSB)
- PD CDR approval authority for adjustments

Reference: Para 3-22 & Table 3-10





# Point Adjustments

(2 of 2)

- Adding less than 20 points:
  - Submit request via DA Form 4187
  - PD CDR approval authority for request of < 20 points if current score is 781 or higher
  - Request approved only when addition is at least 1/3 of difference to 800 points





# Points - Section A

<b>1. MILITARY TRAINING (Maximum 100 Points)</b>									
<b>A. LATEST APFT DATE</b> <b>(YYYYMMDD)</b>	<table border="1"> <tr> <td><b>PUSH-UPS</b></td> <td><b>SITUPS</b></td> <td><b>RUN</b></td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td></td> </tr> </table>		<b>PUSH-UPS</b>	<b>SITUPS</b>	<b>RUN</b>	<b>TOTAL</b>			<b>C.</b>
	<b>PUSH-UPS</b>	<b>SITUPS</b>	<b>RUN</b>						
<b>TOTAL</b>									
<b>D. LATEST WEAPONS QUALIFICATIONS</b> <b>POINTS AWARDED</b> <b>DATE (YYYYMMDD)</b>	<b>E. DA FORM USED:</b>	<b>F. TOTAL HITS</b>	<b>G.</b>						
<b>H. TOTAL POINTS AWARDED</b> →									
<b>2. DUTY PERFORMANCE EVALUATION (Maximum 150 Points Award 1-30 Points For Each)</b>									
<b>POINTS AWARDED</b>		<b>CATEGORY</b>							
<b>A. COMPETENCE:</b> Proficient, Knowledgeable, Communicates effectively									
<b>B. MILITARY LEADERSHIP:</b> Role Model, Appearance, Confidence									
<b>C. LEADERSHIP:</b> Motivates Soldiers, Sets Standards, Mission, Concern									
<b>D. TRAINING:</b> Individual and Team, Shares Knowledge and Experience, Teaching									
<b>E. RESPONSIBILITY AND ACCOUNTABILITY:</b> Equipment, Facilities, Safety, Conservation									
<b>F. TOTAL POINTS AWARDED</b> →									
I certify that the above APFT and weapons qualification scores shown have been extracted from appropriate records and the latest valid scores are in accordance with Army Training Regulations and Army Field Manual.									
<b>SIGNATURE OF COMMANDER</b> <b>(YYYYMMDD)</b>	<b>NAME AND GRADE</b>	<b>DATE</b>							





# Points - Section B

## SECTION B - ADMINISTRATIVE POINTS

**1. AWARDS, DECORATIONS AND ACHIEVEMENTS** (Maximum 100 Points. List all awards individually. Include award number (I.e 3rd OLC and the order number)

<b>1. TOTAL POINTS AWARDED</b>	<hr/>				





# Section B Cont'd

SECTION B - ADMINISTRATIVE POINTS (Continued)					
2. MILITARY EDUCATION (Maximum 200 Points. List all military Education.)					
TOTAL POINTS AWARDED				→	
3. CIVILIAN EDUCATION (Maximum 100 Points. List all Civilian Education.)					
TOTAL POINTS AWARDED				→	
I certify that the above administrative points shown have been accurately extracted from appropriate records and					
4. TYPED OR PRINTED NAME OF			5. DATE	6. SIGNATURE OF RECOMMENDED	
7. DATE				INDIVIDUAL (Required)	
RESPONSIBLE OFFICIAL (YYYYMMDD)					





# Timeline Review

<b>Board Month - 1</b>	NLT 1 <sup>st</sup> of month BN S1 sends AAA-294 to unit CDR NLT 5 <sup>th</sup> of month CDR verifies data & sends to S1 NLT 10 <sup>th</sup> prepare Section A, DA 3355 at BN; send to PSB NLT 3 duty days before board month complete Section B, DA 3355; return to BN
<b>Board Month</b>	NLT 15 <sup>th</sup> of month conduct promotion board Complete Section C & D of DA Form 3355 NLT 20 <sup>th</sup> of month forward board results to PSB NLT 27 <sup>th</sup> of month PSB forwards points to TAPDB
<b>Board Month + 1</b>	HQDA processes promotion points & creates point model PSB/PD prints monthly Promotion By-Name List PSB Identifies promotees & verifies eligibility PSB issues orders or non-prom notification memo
<b>Board Month + 2</b>	Promotion points effective 1 <sup>st</sup> of month





# **Questions**





# **Practical Exercise #2**





# Additional Promotion Guidelines





# Outline

- Conditional Promotions
- Promotion Delays
- Promotion Ceremonies
- Counseling for Non-Recommendation
- Promotion Declination
- Posthumous Promotions





# Conditional Promotions

- Soldiers who have not met NCOES requirements can be conditionally promoted pending graduation from NCOES.
- Applies to promotion to SGT, SSG, SFC and SGM.
- Conditional promotion to SGT requires promotion authority approval.
- Soldiers conditionally promoted to SGT through SFC must complete the NCOES requirement within 12 months or they will be administratively reduced.
- Currently the 12 month requirement has been suspended due to OEF/OIF.





# Promotion Delays

- Due to non-promotable status
- **“Favorable” resolution**: promotion date that of peers (previously scheduled)
- **“Unfavorable” resolution**: promoted date following the removal of the suspension of personnel actions
- **“Other resolution”**: promoted effective date of removal of the suspension of personnel actions





# Promotion Ceremonies

- Conduct on the promotion effective date
- Early promotions authorized when:
  - Effective date on weekend
  - Effective date on ~~national~~ holiday
- Promotion certificate = Promotion orders





# Counseling for Non-Recommendation

- Command must counsel in writing:
  - Soldiers PV2 thru SSG who are eligible for promotion w/o a waiver but not recommended
  - Must counsel when soldier becomes eligible
  - Must counsel periodically (at least quarterly)
  - Must explain why soldier is not recommended
- Not required to counsel soldiers non-recommended to SFC thru SGM





# Promotion Declination

- Request declination via memorandum
- Must request within 30 days after effective date of promotion
- May decline reclassification if promotion is a RMOS other than PMOS (terminates promotion)
- Declination irrevocable once received by promotion authority





# Posthumous Promotions

- Must have been officially recommended for promotion prior to death
- Issued by CDR, PERSCOM via DD Form 3168 (Posthumous Certificate of Promotion)
- No financial entitlements associated with promotion
- May use higher grade on official documents and burial marker





# Conclusion

- Continuous and timely process
- Proactively monitor system
- Remain current on information
- 100% accuracy essential





# **Practical Exercise #3**



# Soldier Support Institute

# Terminal Learning



## Objective

<b>ACTION:</b>	Manage/Administer Enlisted Promotions
<b>CONDITIONS</b> :	Given AR 600-8-19, Enlisted Promotions and Reductions, MILPER Promotion Messages, Enlisted Promotion Handouts and Practical Exercises, and class notes
<b>STANDARDS:</b>	<p>Identify the basic concepts of enlisted promotions to include:</p> <ol style="list-style-type: none"><li>1. Correctly compute waiver allocations for advancement to PV2-SPC and review the Enlisted Promotions Report (AAA-117) for completeness and accuracy.</li><li>2. Correctly compute promotion point on the DA Form 3355.</li><li>3. Accurately review promotion of soldier under the decentralized and semi-centralized promotion systems.</li></ol>

